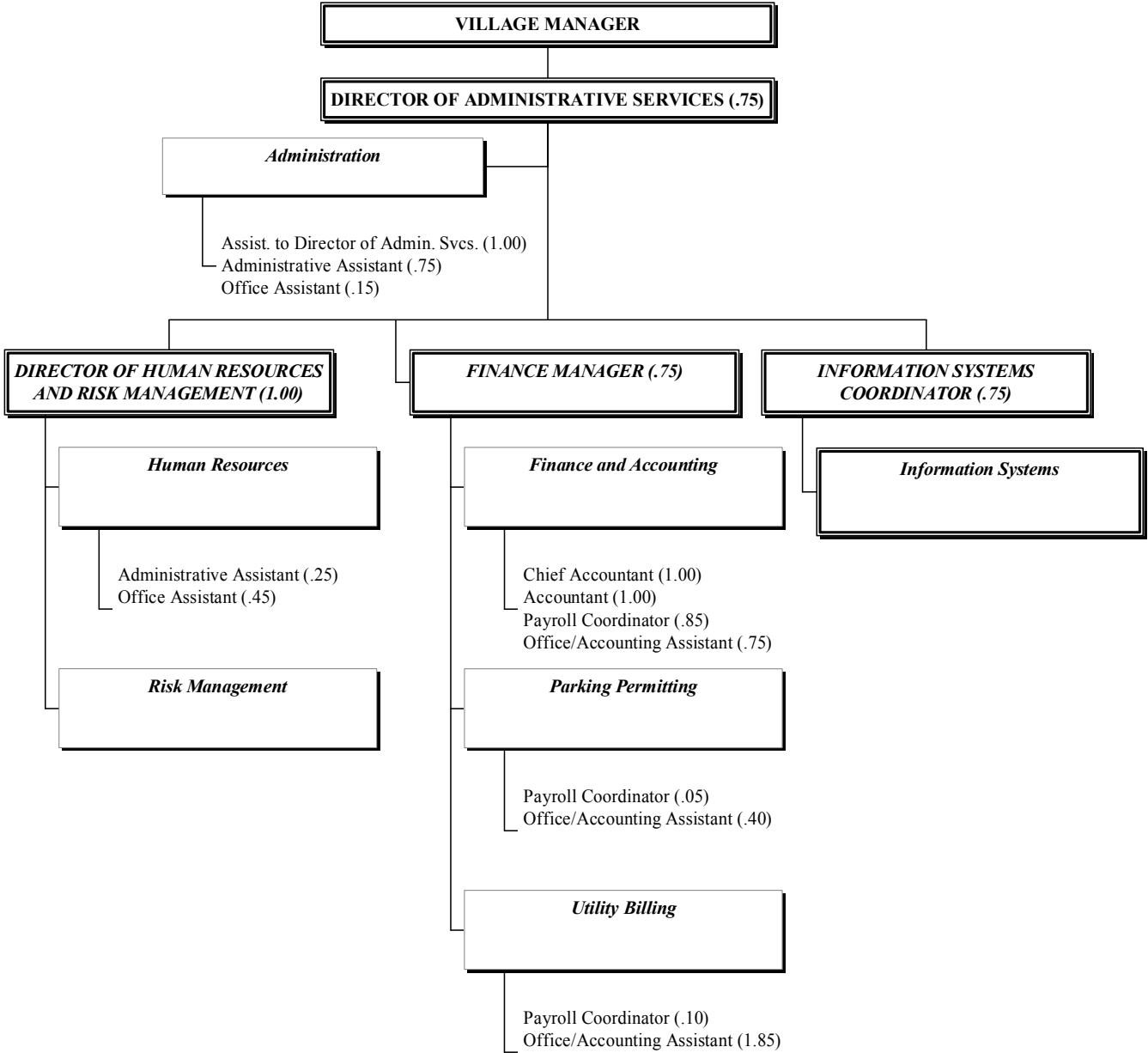


ORGANIZATIONAL AND PERSONNEL CHART
ADMINISTRATIVE SERVICES



TOTAL FTE EMPLOYEES: 11.85

ADMINISTRATIVE SERVICES

Mission of Department	The mission of the Administrative Services Department is to oversee and coordinate Village resources to maximize the efficiency and effectiveness of Village operations. The Department achieves this mission by providing effective and efficient support services to the Community, other Operating Departments, and the Corporate Authorities.
Strategic Objectives	<ul style="list-style-type: none">➤ Assist the Village Manager in effectuating policies and managing the activities of the Village as those policies and activities interact with the areas of responsibility of the Department.➤ Establish effective internal controls that maximize the safe and efficient use of the financial resources of the Village.➤ Develop and maintain a quality workforce through effective recruitment, on-going training and the facilitation of a work environment that fosters positive employee relations and dedication to the Village.➤ Develop and maintain an effective risk management program that protects the Village, its appointed and elected officials, and its employees from property and other losses arising from the performance of the duties of their respective position.➤ Provide responsive and quality services to both internal and external customers.➤ Enhance communication and coordination amongst all Departments.

General Information and Services Provided

The Administrative Services Department assists the Village in maximizing its resources by providing centralized support services to both the community and the various operating departments. This fosters the equitable distribution of resources and organizational consistency in policy implementation and reduces duplication of efforts.

The Administrative Services Department provides customer assistance and other support services related to finance, personnel, risk management, billing and permitting, and technology to the Village Manager, the Corporate Authorities through the Manager, the Barrington Community, and the other Operating Departments of the Village through its seven divisions:

- Administration
- Finance and Accounting
- Human Resources
- Risk Management
- Utility Billing
- Parking Permitting
- Information Services

Each Division provides a unique contribution to the Department's overall mission. The Administration Division is responsible for the overall management of the Department. This Division is also responsible for the coordination of the budget and levy processes, the monitoring of the financial condition of the Village,

Service Statistics

<i>Annual Number of Contacts with Residents</i>	<i>FY 2000 – 20,723 FY 2001 – 16,830</i>
<i>Annual Number of Invoices Processed</i>	<i>FY 2000 – 6,186 FY 2001 – 7,221</i>
<i>Annual Number of Checks Processed and Issued</i>	<i>FY 2000 – 8,590 FY 2001 – 8,820</i>
<i>Annual Number of Utility Bills Processed and Mailed</i>	<i>FY 2000 – 26,845 FY 2001 – 27,143</i>
<i>Annual Number of Vacant Staff Positions Filled</i>	<i>FY 2000 – 15 FY 2001 – 12</i>
<i>Average Monthly # of Calls for Hardware & Software Assistance</i>	<i>FY 2000 – 100 FY 2001 – 105</i>

the investment of funds, and special projects. The Finance and Accounting Division is responsible for the financial reporting and accounting functions. This Division is also responsible for the coordination of the audit process including the preparation of all work papers and related schedules. The Human Resources Division is responsible for developing and administering employment policies and procedures, coordinating the recruitment and hiring processes, and administering and coordinating employee benefit programs. The Risk Management Division oversees the Village's General Liability, Workers Compensation, Property, and other "pooled" insurance coverages through the Intergovernmental Risk Management Agency (IRMA). This Division is also responsible for coordinating loss control and employee wellness programs.

The Utility Billing Division is responsible for the preparation, distribution and servicing of billing accounts related to water, sewer, and recycling & refuse. The responsibility for receipting of all cash and the coordination of collection efforts also falls under this Division. The Parking Permitting Division is responsible for the issuance of all parking permits. The Information Services Division is responsible for maintaining the operational efficiency of the Village's computer network. Responsibility for the purchase and maintenance of all computer hardware and software also falls to this Division.

Significant Accomplishments in 2001 and 2002

- In conjunction with the 2003/2004 biennial budget process, successfully completed a comprehensive revision to the document incorporating a new format and modifying the financial reporting structure to comply with GASB 34.
- Successfully completed the 2000 and 2001 Audit processes. Attained the Certificate of Achievement for Excellence in Financial Reporting for fiscal year ended December 31, 2000 and applied for the Certificate for fiscal year ended December 31, 2001.
- Successfully completed contract negotiations with both the Union Pacific and Metra relative to the train station, completion of which was required to proceed with the renovation of the facility.
- Developed and Implemented Employee Newsletter with 1st issue released June of 2001.
- Coordinated the successful implementation of the Video Broadcasting of Village Board meetings and the purchase and installation of the equipment necessary to perform this function in-house.
- Developed and implemented changes to utility bill format and process. In conjunction with representatives from Public Works, evaluated meter reading program options and recommended technologically advanced solution that is currently being implemented.
- Replaced system servers to improve the efficiency and reliability of the network.

Departmental Goals for 2003 and 2004

In pursuing its overall strategic goals, the Administrative Services Department has established the following objectives for 2003 and 2004:

- Successfully complete the 2002 and 2003 audit processes including implementation of GASB Statement # 34 in conjunction with the audit for Fiscal Year Ending December 31, 2003.
- Apply for and attain the Certificate of Achievement for Excellence in Financial Reporting for Fiscal Years Ending 2002 and 2003.
- Commencing with this 2003-2004 Biennial Budget document, apply for and attain the Distinguished Budget Presentation Award.
- Complete additional training in the area of customer service.
- Successfully complete the train station renovation project and implementation of the new fare box system.

- Complete the first phase of the implementation of the new STAR meter reading program.
- Provide additional customer services through the enhanced use of technology. Evaluate and implement alternative payment options such as utilization of the automatic debit process. Provide for online processing of applications for such items as parking permits and licenses.
- Implement the revised purchasing policy.

Departmental Staffing Analysis

The staffing level of Administrative Services has been set at a Full-Time Equivalency (FTE) of 11.85 employees; this includes 10 full-time and 3 regular part-time employees. The Director of Administrative Services also serves as the Village's Assistant Village Manager and therefore 25% of the wages and benefits of this position are allocated to the Village Manager's Office.

Administrative Services					
Full-Time Equivalent (FTE) Employees, Fiscal Years 2003 & 2004					
<u>FTE Employees</u>	<u>2002</u>	<u>2003</u>	<u>2002-2003 Change</u>	<u>2004</u>	<u>2003-2004 Change</u>
Director of Admin Services	0.75	0.75	0.00	0.75	0.00
Manager of HR & Risk Mgmt	1.00	1.00	0.00	1.00	0.00
Finance Manager	1.00	1.00	0.00	1.00	0.00
Assistant to Director of AS	1.00	1.00	0.00	1.00	0.00
Information Systems Coord	0.75	0.75	0.00	0.75	0.00
Administrative Assistant	1.00	1.00	0.00	1.00	0.00
Chief Accountant	1.00	1.00	0.00	1.00	0.00
Accountant	0.75	0.75	0.00	0.75	0.00
Payroll Coordinator	1.00	1.00	0.00	1.00	0.00
Accounting Assistant	2.00	2.00	0.00	2.00	0.00
Office Assistant	1.60	1.60	0.00	1.60	0.00
<u>Total FTE Employees</u>	11.85	11.85	0.00	11.85	0.00

Employees by Division					
<u>Division</u>					
Administration	2.90	2.90	0.00	2.90	0.00
Finance & Accounting	4.45	4.05	(0.40)	4.05	0.00
Human Resources	1.45	1.45	0.00	1.45	0.00
Risk Management	0.00	0.00	0.00	0.00	0.00
Utility Billing	2.35	2.18	(0.17)	2.18	0.00
Parking Permitting	0.00	0.52	0.52	0.52	0.00
Information Systems	0.75	0.75	0.00	0.75	0.00
Totals	11.90	11.85	(0.05)	11.85	0.00

In addition to managing the Human Resources and Risk Management Divisions, the Manager of Human Resources and Risk Management also serves as the Assistant Department Head for Administrative Services. The Finance Manager is responsible for overseeing the Finance and Accounting, Utility Billing, and Parking Permitting Divisions. The Village employs a part-time Information Systems Coordinator who reports directly to the Director of Administrative Services and manages the functions of the Information Systems Division.

Within several divisions, staff allocations have been adjusted in the 2003–2004 Biennial Budget. These changes affected the Finance and Accounting, Utility Billing and Parking Permitting Divisions. The Department went through reorganization in 2001. The changes in the allocations of staff are a direct result of

this restructuring. As illustrated in the summary of Full-Time Equivalent Staffing Levels for 2003 and 2004, the Finance area, which includes Finance and Accounting, Utility Billing and Parking Permitting, continues to account for the majority of staff within Administrative Services with a combined FTE staffing level of 6.75.

Budget Analysis

In 2003, the budget for Administrative Services is projected to increase by \$68,424 (3.24%), from a 2002 total of \$2,110,276 to a 2003 total of \$2,178,700. This increase is a result of increases in Personnel Services (\$51,104 or 7.01%) and Other Expenditures (\$54,903 or 16.96%). These increases are offset by a decline in Operating Expenditures of \$37,582 (3.55%). The primary reason for the increase in the budget of the Administrative Services Department is the reorganization of the responsibilities in the Parking Fund. The Parking Permitting function in the 2003 – 2004 Biennial Budget is reflected for the first time in the Parking Permitting Division of Administrative Services. If this reorganization had not taken place the Budget for Administrative Services would have actually decreased.

Administrative Services Department Summary of Expenditures and Funding Sources						
<u>Budgeted Expenditures</u>	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<i>Personnel Services</i>						
Salaries	\$517,322	\$512,470	\$590,400	\$580,400	\$629,748	\$668,880
Fringe Benefits	114,351	111,747	138,450	135,950	150,206	173,114
<i>Total Personnel Services</i>	631,673	624,217	728,850	716,350	779,954	841,994
<i>Operating Expenditures</i>						
Professional Development	28,466	20,153	59,730	35,088	40,105	41,495
Contractual Services	405,511	506,257	980,739	942,061	958,662	964,757
Commodities	9,618	7,727	13,520	13,675	17,400	17,400
Program Expenditures	0	0	3,745	3,745	3,985	3,985
<i>Total Operating Expenditures</i>	443,595	534,137	1,057,734	994,569	1,020,152	1,027,637
<i>Other Expenditures</i>						
Equipment Purchases	43,777	92,027	219,025	183,822	170,735	81,000
Interfund Charges	75,212	80,832	104,667	104,667	207,860	206,896
<i>Total Other Expenditures</i>	118,989	172,859	323,692	288,489	378,595	287,896
<u>Total Expenditures</u>	\$1,194,257	\$1,331,213	\$2,110,276	\$1,999,408	\$2,178,700	\$2,157,526
<i>% Change/Previous Year</i>		11.47%			3.24%	-0.97%
<u>Funding Sources</u>						
<i>General Fund</i>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$41,434	\$39,867
Audit	0	0	0	0	20,000	20,000
Interfund Charges	0	0	0	0	429,234	435,448
Licenses and Permits	0	0	0	0	6,000	6,000
General Revenues	969,222	1,037,134	1,599,407	1,547,775	970,454	1,005,439
<i>General Fund Revenue</i>	969,222	1,037,134	1,599,407	1,547,775	1,467,122	1,506,754
<i>Water & Sewer Revenue</i>	59,633	81,379	102,939	99,529	94,645	99,724
<i>Rec & Refuse Revenue</i>	32,592	31,331	37,406	36,811	47,701	50,172
<i>Parking System Revenue</i>	0	0	0	0	256,287	263,481
<i>Info Systems Revenue</i>	132,810	181,369	370,524	315,293	312,945	237,394
<u>Total Funding Sources</u>	\$1,194,257	\$1,331,213	\$2,110,276	\$1,999,408	\$2,178,700	\$2,157,526

Personnel Services increases in 2003 primarily because of the inclusion of the Parking Permitting Division in the Administrative Services Budget. In previous budget Administrative Services personnel engaged in the Parking Permitting Function were charged directly to the Parking Fund and were not reflected in the Administrative Services Budget. Personnel Services also increases due to economic adjustments in employee compensation (approximately \$20,000 of the total increase in salaries) and increases in health insurance premiums (approximately \$10,000 of the total increase in Fringe Benefits).

Other Expenditures increase in 2003 due to a \$103,193 (98.59%) increase in Interfund Charges. This increase is also a direct result of the establishment of the Parking Permitting Division in the 2003 Administrative Services Budget. All of the Interfund Charges for the Motor Vehicle Parking System Fund are now reflected in the Parking Permitting Division, thereby increasing Interfund Charges for the Administrative Services Department. The increase in Interfund Charges is offset to some extent by a decline in Equipment Purchases of \$48,290 due to reductions in proposed equipment to be purchased by the Information Systems Division.

Significant Budget Impacts

Changes from Previous Budgets

- *Decrease in the amount budgeted for contingencies. The 2001–2002 budget included significant amounts for contingencies due to the ongoing labor negotiations. Based on the status of these negotiations, the amount included in the 2003–2004 budget for contingencies has been significantly reduced.*

Significant Expenditures

- *Due to the Village's claim experience, it is expected that the amount of the Village's annual contribution to IRMA will continue to run in the \$500,000+ range. The Budget therefore includes IRMA contributions in the amount of \$589,910 in 2003 and \$581,910 in 2004.*
- *Administrative Services includes \$155,735 in 2003 and \$66,000 in 2004 for computer and network related hardware and software.*

The increases in Personnel Services and Other Expenditures are offset to some extent by a decrease in Operating Expenditures. This decrease is caused by declines of \$19,625 (32.90%) in Professional Development and \$22,077 (2.25%) in Contractual Services. The projected decrease in Professional Development is caused by decreases in the amounts budgeted for Training in both the Administration and Information Systems Divisions. The decrease in Contractual Services is a result of decreases in the Risk Management Division Budget due to a small projected decline in insurance premiums and a significant decrease in contingencies. These declines are offset to some extent by increases in Commodities and Program Expenditures.

The total 2004 Budget for Administrative Services is projected to decline by \$21,174 (less than 1%) due to a decrease in Other Expenditures of \$90,699. This decrease is offset to some extent by increases of \$62,040 (7.95%) in Personnel

Services and \$7,485 (less than 1%) in Operating Expenditures. The decrease in Other Expenditures is a direct result of a decrease in Equipment Purchases of \$89,735 in the Information Systems Division budget. There are several one-time purchases proposed in the 2003 budget that will not be repeated in 2004 (For example the \$80,000 purchase of Mobile Data Terminals for Fire Department Vehicles).

Personnel Services increase due to a \$39,132 increase in Salaries and a \$22,908 increase in Fringe Benefits. The increases in Salaries is the result of economic adjustments in employee compensation and the increase in Fringe Benefits is the result of projected increases in health insurance charges as well as increases in employer contributions to Social Security, Medicare, and IMRF. Operating Expenditures increase in 2004 due to small, incremental increases in Professional Development and Contractual Services.

Funding Sources

The Funding Sources for the Administrative Services Department encompass many of the accounting funds of the Village including the General Fund, all three Enterprise Funds, and the Information Services Fund (an Internal Service Fund). The Administrative Services Department receives this variety of funding due primarily to the support functions it provides to all operating Departments in the Village.

General Fund revenue covers the largest portion of the cost of this Department. In 2003, 67.36% (\$1,467,122) of total Departmental expenditures are to be funded with General Fund revenues. This is projected to increase to 69.86% (\$1,506,754) in 2004. General Fund sources include Property Taxes related to Fringe Benefits and Audit Services, Interfund Charges, Licenses and Permits, and General Revenues. The Interfund Charges include the reimbursement for general administrative services from other accounting funds of the Village (i.e. Water & Sewer, Recycling & Refuse, and Parking all pay a percentage of the costs of the general administrative departments including Administrative Services). The revenue from Licenses and Permits is derived from the Food Vendor License fees, the issuing of which is an operation of the Administration Division.

A second funding source for Administrative Services are revenues from the Water and Sewer and Recycling and Refuse Funds. These two Funds support the operation of the Utility Billing Division, which provides billing and collection services to these two funds. The Motor Vehicle Parking System Fund pays for the cost of the Parking Permitting Division of Administrative Services. Finally, the Information System Fund supports the operations of the Information Systems Division.

Expenditures by Division

As demonstrated in the following display, the Risk Management Division is responsible for the largest portion of total departmental expenditures (representing over 30% of total expenditures in both years). The major expenditure in this Division is the payment to the Intergovernmental Risk Management Agency (IRMA) for Insurance coverages. Administration, at 17.73% (in 2004) of total departmental expenditures, is responsible for the second largest portion of expenditures, followed by Finance and Accounting at 14.70%, Parking Permitting at 12.21%, and Information Systems at 11.00%.

Administrative Services Expenditures by Division				
<u>Division</u>	<i>Fiscal Year 2003</i>		<i>Fiscal Year 2004</i>	
	<u>Budgeted Expenditures</u>	<u>% of Total Expenditures</u>	<u>Budgeted Expenditures</u>	<u>% of Total Expenditures</u>
Administration	\$362,970	16.66%	\$382,571	17.73%
Finance & Accounting	295,574	13.57%	317,075	14.70%
Human Resources	140,271	6.44%	145,979	6.77%
Risk Management	668,306	30.67%	661,129	30.64%
Utility Billing	142,346	6.53%	149,897	6.95%
Parking Permitting	256,287	11.76%	263,481	12.21%
Information Systems	312,945	14.36%	237,394	11.00%
Total Budget	\$2,178,700	100.00%	\$2,157,526	100.00%

Equipment Purchases

All Equipment proposed for purchase by Administrative Services in 2003 and 2004 is related to the Information Services Division. In 2003, the majority of the purchases proposed by the Information Systems Division relate to the replacement of fully depreciated computer equipment in the Village. The one new

purchase is a network inventory software system that will allow Information Systems to manage the Village-wide network more efficiently.

The depreciated equipment that will be purchased by the Information Systems Division budget includes Mobile Data Terminals for emergency vehicles within the Fire Department. These terminals will provide the Fire Department with improved communications when responding to emergency calls. The annual purchase of desktop computers and personal printers to replace fully depreciated units is also provided for in the IS budget. The machines purchased in 2003 will be used to replace aging computers and printers throughout the Village.

Administrative Services Department Equipment Purchases in 2003			
<i>2003 Purchases</i>			
<u>Division</u>	<u>Description</u>	<u>Amount</u>	<u>Type of Purchase</u>
Information Systems	Mobile Data Terminals	80,000	Depreciated
	Desktop Computers	26,000	Depreciated
	Network Inventory Software	20,000	New
	MSI Software Upgrades/Modules	15,535	Depreciated
	Personal Printers	4,000	Depreciated
	Software Upgrades	4,000	Depreciated
	Laptop Computer Purchases	3,200	Depreciated
	Hubs at Public Safety Building	3,000	Depreciated
<i>Total 2003 Purchases:</i>		<i>155,735</i>	

In 2004, Information Systems will once again purchase computers and printers to replace those units that are fully depreciated. In addition, \$36,000 has been included in the 2004 budget for software upgrades. This expenditure is a result of the changing nature of Microsoft software procurement. In the past, in order to upgrade to new versions of any software package, a heavily discounted upgrade license was available. In 2002 Microsoft began licensing software as a subscription service and this is the reason for the \$36,000 budgeted in 2004 for software upgrades.

Administrative Services Department Equipment Purchases in 2004			
<i>2004 Purchases</i>			
<u>Division</u>	<u>Description</u>	<u>Amount</u>	<u>Type of Purchase</u>
Information Systems	Software Upgrades	36,000	Depreciated
	Desktop Computers	26,000	Depreciated
	Personal Printers	4,000	Depreciated
<i>Total 2004 Purchases:</i>		<i>66,000</i>	

ADMINISTRATIVE SERVICES ADMINISTRATION

The Administration Division is responsible for the overall management of the Department. This Division also coordinates the budget and levy processes, monitors the financial condition of the Village, invests Village funds, and completes special projects. Overall responsibility for planning and coordinating the operations and services provided by this Department as well as establishing and maintaining effective internal financial controls rests with this Division. The Director of Administrative Services also serves as Assistant Village Manager and as such assists the Village Manager in managing the day-to-day activities of the Village.

Major Service Activities

- Oversee all Departmental operations.
- Develop and implement policies and procedures relating to financial systems, personnel, risk management, budget, fund balance, purchasing, fixed assets, Interfund Transfers and Charges, investment policies and information systems.
- Coordinate the budget and levy processes.
- Coordinate general and special projects related to the department and general government.

Administrative Services, Administration Summary of Expenditures and Funding Sources						
	<u>FY 2000 Actual</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Budget</u>	<u>FY 2002 Projected</u>	<u>FY 2003 Budget</u>	<u>FY 2004 Budget</u>
<u>Budgeted Expenditures</u>						
<i>Personnel Services</i>						
Salaries	\$180,599	\$166,164	\$180,000	\$178,000	\$189,404	\$198,735
Fringe Benefits	40,321	36,537	45,050	44,550	50,141	63,900
<i>Total Personnel Services</i>	220,920	202,701	225,050	222,550	239,546	262,635
<i>Operating Expenditures</i>						
Professional Development	5,062	4,420	8,435	6,243	9,570	10,835
Contractual Services	38,591	25,198	34,600	34,600	34,100	33,600
Commodities	5,529	3,123	4,475	4,475	4,475	4,475
Program Expenditures	0	0	3,745	3,745	3,985	3,985
<i>Total Operating Expenditures</i>	49,182	32,741	51,255	49,063	52,130	52,895
<i>Other Expenditures</i>						
Interfund Charges	69,681	66,853	93,017	93,017	71,294	67,041
<i>Total Other Expenditures</i>	69,681	66,853	93,017	93,017	71,294	67,041
<u>Total Expenditures</u>	\$339,783	\$302,295	\$369,322	\$364,630	\$362,970	\$382,571
<i>% Change/Previous Year</i>		-11.03%			-1.72%	5.40%
<u>Funding Sources</u>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$16,603	\$15,844
Interfund Charges	0	0	0	0	76,195	79,792
Licenses and Permits	0	0	0	0	6,000	6,000
General Revenues	339,783	302,295	369,322	364,630	264,172	280,935
<u>Total Funding Sources</u>	\$339,783	\$302,295	\$369,322	\$364,630	\$362,970	\$382,571

ADMINISTRATIVE SERVICES FINANCE AND ACCOUNTING

This Division is responsible for all financial reporting and accounting functions for the Village. Areas of responsibility include accounts payable, accounts receivable, payroll, general ledger, customer service, and the supervision of the billing and collections functions. Upon closure of the fiscal year, the Finance Division is responsible for the coordination of the audit process and the preparation of the Comprehensive Annual Financial Report (CAFR).

Service Activities

- Prepare audit work papers and assist the outside certified public accountants in their audit of the Village accounts; respond to any questions or requests for information from the auditors.
- Complete all financial entries to the Village's financial software system in a timely and accurate manner.
- Prepare accurate and timely monthly financial reports.
- Respond to requests for information from the Village Manager or Village Departments.

Administrative Services, Finance and Accounting Summary of Expenditures and Funding Sources						
	FY 2000	FY 2001	FY 2002	FY 2002	FY 2003	FY 2004
<u>Budgeted Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
<i>Personnel Services</i>						
Salaries	\$176,125	\$166,078	\$211,400	\$203,400	\$192,109	\$206,075
Fringe Benefits	46,754	38,780	48,400	46,400	55,916	61,675
<i>Total Personnel Services</i>	222,879	204,858	259,800	249,800	248,024	267,750
<i>Operating Expenditures</i>						
Professional Development	1,175	599	2,190	2,190	2,205	2,205
Contractual Services	40,540	32,413	39,810	39,360	41,290	43,065
Commodities	2,288	2,946	3,400	3,335	4,055	4,055
<i>Total Operating Expenditures</i>	44,003	35,958	45,400	44,885	47,550	49,325
<u>Total Expenditures</u>	\$266,882	\$240,816	\$305,200	\$294,685	\$295,574	\$317,075
<i>% Change/Previous Year</i>		-9.77%			-3.15%	7.27%
<u>Funding Sources</u>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$16,840	\$16,429
Audit	0	0	0	0	20,000	20,000
Interfund Charges	0	0	0	0	62,010	66,515
General Revenues	266,882	240,816	305,200	294,685	196,724	214,131
<u>Total Funding Sources</u>	\$266,882	\$240,816	\$305,200	\$294,685	\$295,574	\$317,075

ADMINISTRATIVE SERVICES

HUMAN RESOURCES

The Village employs 125 full-time and 15-20 part-time employees; these numbers will expand in the 2003 and 2004 biennial budget period to 138 full-time and 17-22 part-time employees. The Human Resources Division is responsible for coordinating all personnel related activities for this workforce. Areas of responsibility include employee recruitment and retention, coordination of Village-wide training programs, maintenance of personnel records, administration of employee benefits, and overseeing labor contract administration and negotiations. This Division also supports the Fire & Police Commission and Ethics Board. The responsibility for coordinating employee group health and life insurance programs through the Village's participation in a self-funded insurance cooperative, Intergovernmental Personnel Benefit Cooperative (IPBC) rest with this division.

Service Activities

- Keep informed relative to laws and regulations affecting personnel related matters, including the Fair Labor Standards Act, the Americans with Disabilities Act, the Family and Medical Leave Act, and the Illinois Labor Relations Act. Ensure Village policy complies with these laws and regulations.
- Prepare, publish and distribute a quarterly employee newsletter.
- The Manager of Human Resources and Risk Management serves as the Village's Delegate to IPBC.
- Effectively coordinate all personnel changes.
- Coordinate the process for the filling of all vacancies.

Administrative Services, Human Resources Summary of Expenditures and Funding Sources						
	FY 2000	FY 2001	FY 2002	FY 2002	FY 2003	FY 2004
<u>Budgeted Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
<i>Personnel Services</i>						
Salaries	\$53,412	\$66,648	\$81,300	\$81,300	\$91,162	\$95,257
Fringe Benefits	11,886	22,920	17,400	17,400	18,615	19,903
<i>Total Personnel Services</i>	65,298	89,568	98,700	98,700	109,776	115,159
<i>Operating Expenditures</i>						
Professional Development	11,941	5,115	13,940	13,965	14,040	14,115
Contractual Services	13,460	18,421	15,835	15,835	15,955	16,205
Commodities	280	40	500	500	500	500
<i>Total Operating Expenditures</i>	25,681	23,576	30,275	30,300	30,495	30,820
<u>Total Expenditures</u>	\$90,979	\$113,144	\$128,975	\$129,000	\$140,271	\$145,979
<i>% Change/Previous Year</i>		24.36%			8.76%	4.07%
<u>Funding Sources</u>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$7,991	\$7,594
Interfund Charges	0	0	0	0	29,457	30,656
General Revenues	90,979	113,144	128,975	129,000	102,823	107,729
<u>Total Funding Sources</u>	\$90,979	\$113,144	\$128,975	\$129,000	\$140,271	\$145,979

ADMINISTRATIVE SERVICES

RISK MANAGEMENT

The Risk Management Division oversees the Village's General Liability, Workers' Compensation, Property, and other "pooled" insurance programs provided through the Intergovernmental Risk Management Agency (IRMA). The Assistant Village Manager/Director of Administrative Services serves as the Delegate and the Manager of Human Resources and Risk Management serves as the Alternate to IRMA.

Service Activities

- Coordinate the activities of the Health and Safety Committee including the monthly preparation of the agenda and packet materials, the review of all accidents/claims affecting the Village and the sponsoring of various programs including the employee safety suggestion program and annual Health Fair.
- Coordinate the Village's loss control and employee wellness programs.

Administrative Services, Risk Management Summary of Expenditures and Funding Sources						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<u>Budgeted Expenditures</u>						
<i>Personnel Services</i>						
Salaries	\$0	\$271	\$0	\$0	\$0	\$0
Fringe Benefits	0	12	0	0	0	0
<i>Total Personnel Services</i>	0	283	0	0	0	0
<i>Operating Expenditures</i>						
Contractual Services	271,578	375,246	790,560	754,110	667,610	659,610
<i>Total Operating Expenditures</i>	271,578	375,246	790,560	754,110	667,610	659,610
<i>Other Expenditures</i>						
Interfund Charges	0	5,350	5,350	5,350	696	1,519
<i>Total Other Expenditures</i>	0	5,350	5,350	5,350	696	1,519
<u>Total Expenditures</u>	\$271,578	\$380,879	\$795,910	\$759,460	\$668,306	\$661,129
<i>% Change/Previous Year</i>		40.25%			-16.03%	-1.07%
<u>Funding Sources</u>						
Interfund Charges	\$0	\$0	\$0	\$0	\$261,572	\$258,485
General Revenues	271,578	380,879	795,910	759,460	406,734	402,644
<u>Total Funding Sources</u>	\$271,578	\$380,879	\$795,910	\$759,460	\$668,306	\$661,129

ADMINISTRATIVE SERVICES

UTILITY BILLING

This Division is responsible for preparing, distributing and servicing all billing accounts related to water, sewer and recycling & refuse. The responsibility for receipting of all cash and the coordination of collection efforts also falls under this Division. The Division also responds to resident questions and concerns and maintains the water, sewer, and recycling and refuse receivables.

Service Activities

- Collect and record payments for services, maintain resident history records, and prepare journal entries for recording revenue and expenditures.
- The Division works closely with the Water and Sewer Maintenance Division of Public Works to coordinate meter inspections, monthly meter readings, and final reads.
- Maintain and process the Recycling and Refuse count for vendor billing

Administrative Services, Utility Billing Summary of Expenditures and Funding Sources						
	FY 2000	FY 2001	FY 2002	FY 2002	FY 2003	FY 2004
<u>Budgeted Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
<i>Personnel Services</i>						
Salaries	\$63,580	\$69,486	\$75,200	\$75,200	\$86,171	\$91,681
Fringe Benefits	12,563	11,023	24,200	24,200	17,983	19,422
<i>Total Personnel Services</i>	76,143	80,509	99,400	99,400	104,154	111,103
<i>Operating Expenditures</i>						
Professional Development	5	0	1,090	1,090	1,090	1,090
Contractual Services	10,513	14,518	30,410	27,985	30,445	31,135
Commodities	33	177	3,145	1,565	1,565	1,565
<i>Total Operating Expenditures</i>	10,551	14,695	34,645	30,640	33,100	33,790
<i>Other Expenditures</i>						
Equipment Purchases	0	8,877	0	0	0	0
Interfund Charges	5,531	8,629	6,300	6,300	5,092	5,004
<i>Total Other Expenditures</i>	5,531	17,506	6,300	6,300	5,092	5,004
<u>Total Expenditures</u>	<u>\$92,225</u>	<u>\$112,710</u>	<u>\$140,345</u>	<u>\$136,340</u>	<u>\$142,346</u>	<u>\$149,897</u>
<i>% Change/Previous Year</i>		22.21%			1.43%	5.30%
<u>Funding Sources</u>						
Water & Sewer Revenues	\$59,633	\$81,379	\$102,939	\$99,529	\$94,645	\$99,724
Recyc & Refuse Revenues	32,592	31,331	37,406	36,811	47,701	50,172
<u>Total Funding Sources</u>	<u>\$92,225</u>	<u>\$112,710</u>	<u>\$140,345</u>	<u>\$136,340</u>	<u>\$142,346</u>	<u>\$149,897</u>

ADMINISTRATIVE SERVICES

PARKING PERMITTING

The Parking Permitting Division is responsible for providing administrative support for the Village owned and leased commuter lots as well as the shopper and Employee/Employer lots within the Village Center. The Division is also responsible for administering the lease agreements including the processing of rent payments for various parking lots in the Village. All Interfund Charges relating to the Parking Fund are also allocated to this Division (including charges for information systems and central garage services).

Major Service Activities

- Prepare and mail parking lot permit applications, process applications and maintain the records on each permit holder. As a result of demand exceeding available spaces, maintain waiting lists for the BACOG parking lots.
- Record and monitor parking permit revenues.
- Coordinate the development and implementation of policies and procedures relating to the new fare boxes.

Administrative Services, Parking Permits Summary of Expenditures and Funding Sources						
<u>Budgeted Expenditures</u>	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<i>Personnel Services</i>						
Salaries	\$0	\$0	\$0	\$0	\$20,745	\$22,227
Fringe Benefits	0	0	0	0	2,209	2,367
<i>Total Personnel Services</i>	0	0	0	0	22,954	24,594
<i>Operating Expenditures</i>						
Professional Development	0	0	0	0	1,100	1,100
Contractual Services	0	0	0	0	97,350	100,350
Commodities	0	0	0	0	4,105	4,105
<i>Total Operating Expenditures</i>	0	0	0	0	102,555	105,555
<i>Other Expenditures</i>						
Interfund Charges	0	0	0	0	130,778	133,332
<i>Total Other Expenditures</i>	0	0	0	0	130,778	133,332
<u>Total Expenditures</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$256,287</u>	<u>\$263,481</u>
<i>% Change/Previous Year</i>		N/A			N/A	2.81%
<u>Funding Sources</u>						
Parking System Revenues	\$0	\$0	\$0	\$0	\$256,287	\$263,481
<u>Total Funding Sources</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$256,287</u>	<u>\$263,481</u>

ADMINISTRATIVE SERVICES INFORMATION SYSTEMS

The Information Systems Division was established in 1999 as a separate Internal Service Fund responsible for the planning, coordination, acquisition, operation, and maintenance of information systems servicing all Village departments. In addition, this division is responsible for providing to each of the Departments Internet access, electronic mail services, and line-of-business and office suites productivity software. This division provides any training needed to use or maintain software or systems. Responsibilities also include development of and enhancements to the Village's web page. Through Interfund Charges, each Department reimburses the Information Systems Fund for its purchases and for the administrative costs, including the wages and benefits paid to the IS Coordinator, associated with this Fund.

Major Service Activities

- Coordinate the purchase and maintenance of all IS related equipment including computers, printers, networking infrastructure, software.
- Establish standards to guide the development of the Village's information systems.
- Investigate and implement technology enhancements to augment and support staff efforts.
- Maintain the integrity of all electronic records of the Village through the establishment and implementation of effective backup and archiving systems and security systems.

Administrative Services, Information Systems Summary of Expenditures and Funding Sources						
<u>Budgeted Expenditures</u>	<u>FY 2000 Actual</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Budget</u>	<u>FY 2002 Projected</u>	<u>FY 2003 Budget</u>	<u>FY 2004 Budget</u>
<i>Personnel Services</i>						
Salaries	43,606	43,823	42,500	42,500	50,157	54,905
Fringe Benefits	2,827	2,475	3,400	3,400	5,342	5,847
<i>Total Personnel Services</i>	46,433	46,298	45,900	45,900	55,499	60,752
<i>Operating Expenditures</i>						
Professional Development	10,283	10,019	34,075	11,600	12,100	12,150
Contractual Services	30,829	40,461	69,524	70,171	71,912	80,792
Commodities	1,488	1,441	2,000	3,800	2,700	2,700
<i>Total Operating Expenditures</i>	42,600	51,921	105,599	85,571	86,712	95,642
<i>Other Expenditures</i>						
Equipment Purchases	43,777	83,150	219,025	183,822	170,735	81,000
<i>Total Other Expenditures</i>	43,777	83,150	219,025	183,822	170,735	81,000
<u>Total Expenditures</u>	<u>132,810</u>	<u>181,369</u>	<u>370,524</u>	<u>315,293</u>	<u>312,945</u>	<u>237,394</u>
<i>% Change/Previous Year</i>		36.56%			-15.54%	-24.14%
<u>Funding Sources</u>						
Info Systems Revenue	132,810	181,369	370,524	315,293	312,945	237,394
<u>Total Funding Sources</u>	<u>132,810</u>	<u>181,369</u>	<u>370,524</u>	<u>315,293</u>	<u>312,945</u>	<u>237,394</u>